



Department of the Air Force
HQ AEDC (AFMC)
Arnold AFB, TN 37389

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Std. No.
B1

Safety, Health, and Environmental Standard

Title: Master Work Permit

Effective Date: 10/17/03

The provisions and requirements of this standard are mandatory for use by all personnel engaged in work tasks necessary to fulfill the AEDC mission. Please contact your safety, industrial health and/or environmental representative for clarification or questions regarding this standard.

Approved:


Contractor/ATA Manager
Safety and Health Group


Air Force Functional Chief

Record of Revision

[illegible]



Safety, Health, and Environmental Standard

MASTER WORK PERMIT

1.0 INTRODUCTION/SCOPE/APPLICABILITY

The Master Work Permit (Form GC-1732) is not merely a document, but also a concept where an agreement is made between the Issuing Official and the Party Performing the Work. There are responsibilities on both sides to ensure that both personnel conducting the work and personnel in the general area are protected from hazards. The Party Performing the Work must clearly communicate the type of work, as well as its duration and impact to systems, equipment and the physical area. The Issuing Official must coordinate the work and clearly communicate the hazards associated with the area; the issuing official also is responsible for ensuring that protective measures are in place to prevent unintentional startup or shutdown of systems and equipment if applicable.

2.0 BASIC HAZARDS/HUMAN FACTORS

The Master Work Permit provides a key piece of communication and coordination that aids in the identification of the hazards associated with all work.

3.0 DEFINITIONS

Advisor — The person who provides advice or assistance to the issuing official on whether a specific requirement for protection of personnel/equipment is required.

Alternate — The person, designated by the responsible contractor, who performs the duties of the Issuing Official in the absence of the Issuing Official.

Assignee — The person, designated by the responsible contractor, to perform the duties of the craft supervisor in the absence of the supervisor.

Craft Supervisor — The supervisor of the work crew(s) entering or performing work in an area that is the responsibility of an Issuing Official.

Emergency Work — Work required to eliminate the immediate risk of personal illness or injury, serious harm to the environment, or damage to facilities, property or equipment.

Industrial Areas — Shops, labs, test areas, plant areas, utility areas, warehouses, storage areas, and build-up areas.

Issuing Official — The person, designated by the responsible contractor, who oversees work in a given area. This person is also responsible for issuing Master Work Permits for the area under their responsibility. (The Operations Center retains the list of Issuing Officials.)

Master Work Permit (Form GC-1732) — A document, which when properly completed and signed by both the Issuing Official and the Party Performing the Work /Craft Supervisor/Assignee completes all levels of coordination to conduct work, authorizes performance of work as specified on the Master Work Permit and ensures protection for concerned personnel and equipment. A deviation to the work described on the Master Work Permit requires coordination with the Issuing Official. (See Annex A for instructions on completing the Master Work Permit.)

Non-industrial Areas — Office areas, rest rooms, break rooms, control rooms, parking lots, public roadways, cafeterias, and similar areas within the fenced area. Non-industrial areas outside the fenced area include base housing, Fam Camp, GLC, Rec Area, roadsides, and similar areas.

Outage — An outage is required for any scheduled work activity that will prevent a facility from performing its intended mission in terms of its advertised capability in the *AEDC Test Facility Handbook* or the System Design Requirements. An outage is also required when there is an interruption in the utilities to any base facility. An outage is coordinated through the Utility Outage Contact and the Operations Center and is authorized for a specific period of time. An outage **is not** a work permit, but may be something required in addition to a work permit. The outage process is defined in Enterprise Process Manual Policy Notice 450 “Integration of Center Work Efforts.”

Outside Contractor/Subcontractor/Vendor — An organization employed by a contractor or the Air Force to do construction, maintenance, repair, testing, deliveries, vending machine restocking, or other work at AEDC. (This includes those individuals who may have access to the industrial areas but are not employees of the contractor; i.e., vending machine attendants, office supply deliveries, etc.)

Outside Contractor/Subcontractor/Vendor Monitor — An individual designated by a contractor or the Air Force as the contact for work performed by others. The monitor may be the project manager, project engineer, system engineer, management official or others who coordinate subcontractor access to the base.

Party Performing Work/Work Performer — A work crew under the supervision of a Craft Supervisor or Manager, an Outside Contractor performing project work for the Client or other party at AEDC, a Subcontractor performing work directly for the AEDC Operating Contractor.

Test Engineer/Coordinator — The individual responsible for overall test operations in a given test unit or facility.

Utility Outage Contacts (UOCs) — The individuals who coordinate, schedule, and approve outage requests for their areas of responsibility in concert with other UOCs. UOCs are listed in AEDC4B1103/svtall/opinfo/utility outage contact.doc.

Work — For the purposes of this standard, work includes any activity performed by base personnel. This may include construction, renovation, demolition, assembly, disassembly, modification, troubleshooting, and repair of facilities and equipment.

Work Crew — One or more persons assigned to do work.

4.0 REQUIREMENTS/RESPONSIBILITIES

4.1 Form GC-1732, Master Work Permit Requirements

The Master Work permit shall be required when the area where the work is to be performed, is **NOT** under the control of the Party Performing the Work. This includes work situations identified in paragraphs 4.1.1 – 4.1.3 below. Additional documents may be required prior to requesting a Master Work Clearance. These may include: AF Form 592 USAF Welding, Brazing and Cutting Permit; Confined Space Permit, Form GC-631 Electrical Hold Order, etc.

- 4.1.1 When unplanned/unscheduled work occurs outside first shift working hours, the Operations Center shall serve as the coordinator for the Master Work Permit using the following process:
- The requestor contacts the Operations Center who identifies the Issuing Official for that area.
 - The Operations Center notifies the performing organization of the request to execute the work.
 - The performing organization (Work Crew) contacts the Issuing Official for the area briefing, instructions and obtains the Master Work Permit.
 - The work will not be started until all hazards have been communicated and necessary protective controls are in place.
- 4.1.2 When two or more work crews are working in the same area or on the same equipment, each crew shall obtain a separate Master Work Permit.
- 4.1.3 When either the Issuing Official, requester or Work Crew chooses to use the Master Work Permit to achieve additional safety, a Master Work Permit shall be required even though the work may fall under the exceptions addressed in section 4.2.1 through 4.2.4.

4.2 Form GC- 1732, Master Work Permit Exception

The Master Work Permit shall NOT be required when the area where the work is to be performed is in the area controlled by the Work Performer and the operation has NO effect on other work, and workers from other areas are NOT exposed to hazards created during this work. This shall include the situations identified in paragraphs 4.2.1 – 4.2.7.

4.2.1 Work Performers are engaged in such activities as

- Groundskeepers performing lawn care, including outside an explosive clear zone or evacuated area.
- Workers performing incidental maintenance associated with utility operator/maintainer crews.
- Storekeepers and mail carriers delivering/picking up material at designated drop points.
- Maintenance craft personnel permanently assigned to test areas who have qualified for this exception at the approval of the Issuing Official because their work is closely coordinated with daily operations.

4.2.2 Workers are performing minor routine maintenance work in office or industrial areas provided the Issuing Official is contacted verbally and informed of the exact location where the work is to be performed and the Issuing Official has verbally agreed to such activity at the specified time and location. Some examples of minor routine maintenance items include re-lamping or repairing office area lighting, painting, repairing restroom plumbing, installing or repairing door locks/mechanisms (unsecured areas), making adjustments to HVAC controls, performing minor repairs to low-voltage data systems or critical office equipment, conducting normal telephone and computer maintenance (unsecured areas).

4.2.3 The Issuing Official has been contacted verbally by personnel who request access to the area for the purpose of gathering data, taking measurements and reviewing drawings and the Issuing Official has verbally agreed to such activity at the specified time and location.

4.2.4 The Issuing Official has been contacted verbally by Public Affairs or other official requests to gain access to an area for the purpose of conducting tours and the Issuing Official has verbally agreed to such activity at the specified time and location.

4.2.5 Uniformed emergency service personnel (Fire, Police, Rescue, Emergency Management) are responding to an “emergency call.” The auxiliary support personnel requested by and under the direction of the uniformed emergency service personnel do not need a Master Work Permit during the execution of an emergency call.

4.2.6 Personnel are responding to work that has been defined as “emergency work” per the definition in Section 3.0. All follow-on work, beyond eliminating the emergency, will require a Master Work Permit.

4.2.7 Personnel approved by management to conduct unannounced monitoring of work activities. This may include personnel assigned to safety, industrial hygiene, environmental, quality and Air Force-directed audits. The personnel monitoring work activities must be trained in the hazards of the specific industrial area.

4.3 Training

4.3.1 The Safety Office shall provide annual Master Work Permit training for Issuing Officials, Subcontractor Monitors, Supervisors, Alternates, Assignees, Building Managers, and others issuing the Master Work Permit.

4.3.2 Master Work Permit training for the general population shall be conducted annually. Outside Contractors/ Subcontractors and Vendors will receive this training during their initial AEDC safety training prior to starting work.

4.4 Inspections

Master Work Permit Audits shall be conducted by designated officials (Safety, Quality, Operations, etc.) in conjunction with lockout/tagout (LOTO) audits, Safety Observations, and other similar activities.

4.5 Contractor Responsibilities

The Contractor shall

- 4.5.1. Appoint Issuing Officials and subcontractor monitors for all facilities/project sites. Each organization shall maintain a current contact list of Issuing Officials, alternates and subcontractor monitors at the Operations Center. The contact list should provide at minimum the Issuing Official and one alternate for each facility/project site and the listing should cover three shifts/day.
- 4.5.2. Ensure that the Issuing Official coordinates and issues the Master Work Permit.
- 4.5.3. Ensure that the Craft Supervisor (assignee) obtains a Master Work Permit from the Issuing Official and that the work is not started until hazards have been communicated and protective controls are in place when necessary.
- 4.5.4. Retain completed copies of the Master Work Permit form, GC-1732, for twelve months.

4.6 Outside Contractor/Subcontractor Responsibilities

The Outside Contractor/Subcontractor/Vendor Monitor shall

- 4.6.1. Assist in obtaining proper Master Work Permit and other associated permits in accordance with this standard and other AEDC SHE Standards.
- 4.6.2. Ensure that the Outside Contractor/Subcontractor/Vendor has received the required AEDC safety orientation. The monitor is also responsible for briefing the subcontractor on the requirements of Standard B1 and their access to industrial areas.
- 4.6.3. Ensure that any deviations from the scope of the original Master Work Permit are clearly communicated and coordinated through the re-issuance of a modified Master Work Permit.
- 4.6.4. Sign the Master Work Permit when/where required.

4.7 Issuing Official Responsibilities

The Issuing Official shall

- 4.7.1. Coordinate the work and clearly communicate the hazards associated with the area.
- 4.7.2. Ensure that both personnel conducting the work and personnel in the general area are protected from hazards.
- 4.7.3. Perform protective measures to prevent unintentional startup or shutdown of systems and equipment if applicable.
- 4.7.4. Be familiar with the operations and maintenance of the area in which he is responsible.
- 4.7.5. Receive annual Master Work Permit training. This training is mandatory prior to initial and continued assignment as an Issuing Official.
- 4.7.6. Know the area subject matter experts who are available for assistance as advisors. Anyone with intimate knowledge of a system or operation can act as an advisor.
- 4.7.7. Inform the Craft Supervisor of the hazards that may be contacted by the Party Performing Work.
- 4.7.8. Issue the Master Work Permit for the area under his responsibility.
- 4.7.9. Sign the Master Work Permit when/where required.

4.8 Test Engineer/Coordinator Responsibilities

The Test Engineer/Coordinator shall coordinate with those Issuing Officials responsible for those areas that may impact test/plant operations to ensure that all outstanding master Work Permits do not impact pending operations.

4.9 Craft Supervisor Responsibilities

The Craft Supervisor shall

- 4.9.1 Clearly communicate the exact type of work, its duration and impact to systems, equipment and the physical area.
- 4.9.2 Ensure that both personnel performing the work and personnel in the general area are protected from hazards.
- 4.9.3 Ensure that any deviations from the scope of the original Master Work Permit are clearly communicated and coordinated through the re-issuance of a modified Master Work Permit.
- 4.9.4 Sign the Master Work Permit when/where required.

5.0 REFERENCES

Reserved

ANNEX A

INSTRUCTION FOR COMPLETING MASTER WORK PERMIT, GC-1732

MASTER WORK PERMIT					
SECTION I - III (TO BE COMPLETED BY ISSUING OFFICIAL)					
REQUESTER <i>THE SUPERVISOR OR HIS DESIGNEE (THIS SHOULD BE THE SUPERVISOR IF POSSIBLE)</i>			ORGANIZATION/COMPANY		PHONE
WORK REQUESTED <i>DESCRIBE THE WORK TO BE DONE.</i>			WORK LOCATION <i>DESCRIBE THE LOCATION OF THE WORK TO BE DONE. SPECIFY THE AREA AND BOUNDARY OF THE WORK LOCATION.</i>		
PERSON AND/OR CREW PERFORMING WORK <i>IDENTIFY THE WORKERS/CREW PERFORMING THE WORK.</i>	ORGANIZATION/COMPANY	PHONE	CRAFT SUPERVISOR <i>INITIAL OR SIGN IF NOTED AS REQUESTER.</i>	ORGANIZATION/COMPANY	PHONE
SECTION II – GO TO SECTION IV IF ANY BOXES CHECKED.					
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ELECTRICAL DISTRIBUTION <input type="checkbox"/> UTILITIES IMPACT (PHONE, WATER, GAS) <input type="checkbox"/> DIGGING/EXCAVATION <input type="checkbox"/> SECURITY COMPROMISE/IMPACT <input type="checkbox"/> BASE FIRE PROTECTION/INTERRUPTION </div> <div> <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> BASE SERVICES IMPACT <input type="checkbox"/> ROAD CLOSURE <input type="checkbox"/> BASE COMMUNICATIONS </div> <div> <input type="checkbox"/> INTERRUPTION OF BLDG. SERVICES <input type="checkbox"/> PAVEMENTS/GROUNDS <input type="checkbox"/> DRAINAGE SYSTEM <input type="checkbox"/> STEAM SYSTEM <input type="checkbox"/> TRENCHING </div> <div> <input type="checkbox"/> BASE ENVIRONMENTAL IMPACT <input type="checkbox"/> AIRFIELD <input type="checkbox"/> RAILROAD <input type="checkbox"/> WALL/FLOOR/CONCRETE CUTTING <input type="checkbox"/> OTHER </div> </div>					
SECTION III					
SUPPORTING DOCUMENTATION REQUIRED					
<input type="checkbox"/> OUTAGE, OUTAGE NUMBER _____ - NOTE: IF WORK INVOLVES IMPACT TO TEST OR FACILITY OPERATIONS, OR UTILITY INTERRUPTION, AND OUTAGE WILL BE REQUIRED.					
<input type="checkbox"/> ELECTRICAL HOLD ORDER (ABOVE 600 VOLTS) HOLD ORDER NUMBER _____					
<input type="checkbox"/> CONFINED SPACE ENTRY: PROCEDURE NUMBER _____					
<input type="checkbox"/> FIRE PROTECTION SERVICES CONTACTED FOR LOCAL FIRE PROTECTION INTERRUPTION: PERSON CONTACTED: _____ CALL 5648					
PROTECTION REQUIRED: (IF ADDITIONAL SPACE IS NEEDED, SEE SECTION VI OR ATTACH ADDITIONAL SHEETS)					
<input type="checkbox"/> MECHANICAL _____ <i>HOW IS THE STORED MECHANICAL ENERGY (ACCUMULATOR, SPRING, COILS, VALVES, ETC.) TO BE MADE SAFE?</i>					
<input type="checkbox"/> ELECTRICAL _____ <i>HOW IS THE ELECTRICAL ENERGY TO BE MADE SAFE?</i>					
<input type="checkbox"/> HYDRAULIC _____ <i>HOW IS THE HYDRAULIC ENERGY TO BE MADE SAFE?</i>					
<input type="checkbox"/> CHEMICAL _____ <i>HOW IS THE CHEMICAL ENERGY OR POTENTIAL HAZARDS OF CHEMICALS TO BE MADE SAFE? ARE THERE SPECIAL PPE REQUIREMENTS?</i>					
<input type="checkbox"/> PNEUMATIC (HIGH/LOW PRESSURE) _____ <i>HOW WILL THE PNEUMATIC (TYPICALLY HIGH- OR LOW-PRESSURE AIR) ENERGY BE MADE SAFE?</i>					
<input type="checkbox"/> GASEOUS _____ <i>HOW IS THE GASEOUS ENERGY TO BE MADE SAFE?</i>					
<input type="checkbox"/> THERMAL _____ <i>HOW ARE THERMAL HAZARDS TO BE CONTROLLED? ARE HEAT-RESISTANT GLOVES REQUIRED? IS VENTILATION REQUIRED TO PREVENT HEAT INJURY?</i>					
<input type="checkbox"/> HAZARDOUS MATERIALS _____ <i>WHAT HAZARDOUS MATERIALS ARE BEING USED? WHAT PROTECTION IS REQUIRED? IS AN MSDS AVAILABLE FOR THE MATERIAL?</i>					
<input type="checkbox"/> ENVIRONMENTAL _____ <i>WHAT ENVIRONMENTAL IMPACTS ARE THERE TO THE WORK AND PROTECTION REQUIRED? IDENTIFY ANY SPILL EQUIPMENT AND REPORTING REQUIREMENTS.</i>					
<input type="checkbox"/> FLAMMABLES (i.e., FUEL, GAS) _____ <i>CONSIDER SPARK SOURCE AND PROTECTION. WHAT PROTECTION IS REQUIRED TO PREVENT FIRE OR EXPLOSION?</i>					
<input type="checkbox"/> EXPLOSIVES _____ <i>IS THE AREA APPROVED FOR EXPLOSIVES USE? WHAT SPECIAL PRECAUTIONS ARE IN PLACE OR NEEDED TO PREVENT MISHAP?</i>					
<input type="checkbox"/> FALL HAZARD _____ <i>IS FALL PROTECTION REQUIRED? AVAILABLE? CAN RAILS OR OTHER FORMS OF FALL PREVENTION BE INSTALLED?</i>					
<input type="checkbox"/> OUTSIDE CONTRACTORS _____ <i>ARE SPECIAL CONSIDERATIONS NECESSARY FOR PROTECTING OUTSIDE CONTRACTORS AND/OR AEDC PERSONNEL?</i>					
<input type="checkbox"/> OTHER _____ <i>LIST ANY OTHER HAZARDS WHICH REQUIRE PROTECTIVE MEASURES AND/OR CONTROL MEASURES</i>					
<input type="checkbox"/> LOTO: TYPE: <input type="checkbox"/> SIMPLE <input type="checkbox"/> COMPLEX I OR <input type="checkbox"/> COMPLEX II <i>CHECK WHICH TYPE OF LOCKOUT/TAGOUT WILL BE REQUIRED. SEE SAFETY STANDARD B2.</i>					
<input type="checkbox"/> PROCEDURE ATTACHED OR DESCRIBE HERE (NOT REQUIRED FOR SIMPLE LOTO) _____					
<input type="checkbox"/> PPE REQUIRED _____ <i>LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED</i>					
<input type="checkbox"/> INDUSTRIAL HYGIENE MONITORING _____ <i>WILL INDUSTRIAL HYGIENE PERSONNEL AND/OR EQUIPMENT BE NEEDED? LIST WHAT EQUIPMENT AND PERSON TO CONTACT.</i>					
<input type="checkbox"/> CONTROL OF HAZARDOUS AREA (SIGNS, ROPES, BARRICADES) _____ <i>DESCRIBE WHERE ROPE/BARRICADE GOES; ENSURE SIGN IS PROPERLY PUT ON ROPE BARRICADE.</i>					
<input type="checkbox"/> CONTROL OF CHEMICALS (TO INCLUDE WASTE GENERATED) _____ <i>DESCRIBE METHODS TO CONTROL CHEMICALS AND ANY WASTE GENERATED.</i>					
<input type="checkbox"/> SECURITY _____ <i>DESCRIBE SECURITY ISSUES AND CONTROL MEASURES.</i>					
<input type="checkbox"/> SAFETY OFFICE _____ <i>WILL SAFETY OFFICE SUPPORT BE REQUIRED?</i>					
<input type="checkbox"/> WELDING (AF FORM 592) _____ <i>CALL 5648. NOTE: BRIEF REQUESTER TO RETURN FOR A WELDING PERMIT IF CONDITIONS CHANGE AND WELDING IS REQUIRED.</i>					
<input type="checkbox"/> ENSURE ALL PROTECTIVE CONTROLS ARE IN PLACE <input type="checkbox"/> LOTO <input type="checkbox"/> CONFINED SPACE <input type="checkbox"/> BARRICADES <input type="checkbox"/> FALL PROTECT <input type="checkbox"/> OTHER _____					
<input type="checkbox"/> ENSURE ORGANIZATIONAL COORDINATION HAS BEEN COMPLETED AS NECESSARY <i>COMMUNICATE WITH TEST ENGINEERING, SUPERVISION, ETC., FOR WORK TO BE DONE.</i>					
<input type="checkbox"/> BRIEF WORKER(S) ON WORKPLACE HAZARDS AND REQUIRED CONTROLS					
MASTER WORK PERMIT DURATION AUTHORIZED					
NOTE: ENSURE SECTION IV IS COMPLETE (IF APPLICABLE) BEFORE SIGNING BELOW.					
SYSTEM/EQUIPMENT LOCKS AND TAGS PLACED BY		DATE	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; font-weight: bold; font-size: small;">AEDC MASTER WORK PERMIT EXTENSION</div> <div style="display: flex; justify-content: space-between;"> <div>PERMIT EXTENDED TO _____</div> <div>AM _____</div> </div> <div style="text-align: right;">DATE _____</div> <div style="margin-top: 5px;">APPROVED _____</div> </div>		
ISSUING OFFICIAL (PRINT AND SIGN)		DATE	SUBCONTRACTOR MONITOR		DATE

SECTION IV (TO BE COMPLETED BY BASE CIVIL ENGINEERING/OTHERS AS REQUIRED) *IF SECTION IV IS REQUIRED, COMPLETE SECTION III AFTER COMPLETING SECTION IV.*

THIS SECTION REQUIRED IF THE WORK INVOLVES ROAD CLOSURE, DIGGING, EXCAVATION, TRENCHING, CONCRETE CUTTING, WALL CUTTING, BASE IMPACT TO BASE UTILITIES (STEAM, WATER, GAS, TELEPHONE), DEMOLITION, BASE SECURITY COMPROMISE, BASE COMMUNICATIONS COMPROMISE, AIRFIELD, RAILROAD, BASE IMPACT TO ELECTRICAL DISTRIBUTION, BASE FIRE PROTECTION INTERRUPTION, BASE ENVIRONMENTAL, CONSTRUCTION, BUILDING OR GROUNDS, SEWER SYSTEM, DRAINAGE SYSTEM, OR TRENCHING.

1. PREPARED BY (PRINTED NAME AND SIGNATURE) <i>THE REQUESTER OR PLANNER/SCHEDULER FILLS OUT BLOCKS 1 THROUGH 5.</i>	ORGANIZATION/COMPANY	PHONE	DATE
2. DATE WORK PERMIT REQUIRED	WORK ORDER NO.	CONTRACT NO.	
3. TYPE OF FACILITY/WORK INVOLVED (SEE SECTION II) <i>NOTE: FIVE COPIES OF A 1:40 MAP WITH THE WORK AREA HIGHLIGHTED IS REQUIRED TO BE GIVEN TO THE WORK COORDINATOR.</i>			
4. <input type="checkbox"/> ATTACH SKETCHES, DRAWINGS, ETC. AS REQUIRED		5. <input type="checkbox"/> OUTAGE REQUIRED: YES _____ OUTAGE NUMBER _____	

6. COORDINATION *THIS IS DONE BY THE WORK COORDINATOR. CONTACT FACILITIES O&M WORK MANAGEMENT BRANCH (EXT. 7037 OR 7928) TO COMPLETE THE REMAINDER OF SECTION IV.*

REMARKS

REVIEWER'S NAME AND INITIALS

<input type="checkbox"/> ELECTRICAL DISTRIBUTION _____	<i>PRINTED NAME OF REVIEWER/REVIEWER'S INITIALS</i> _____
<input type="checkbox"/> STEAM DISTRIBUTION _____	
<input type="checkbox"/> WATER DISTRIBUTION _____	
<input type="checkbox"/> POL DISTRIBUTION _____	
<input type="checkbox"/> SEWER DISTRIBUTION _____	
<input type="checkbox"/> ENVIRONMENTAL _____	
<input type="checkbox"/> PAVEMENTS/GROUNDS _____	
<input type="checkbox"/> FIRE PROTECTION _____	
<input type="checkbox"/> ZONE _____	
<input type="checkbox"/> SECURITY/POLICE _____	
<input type="checkbox"/> SAFETY _____	
<input type="checkbox"/> COMMUNICATIONS _____	
<input type="checkbox"/> BASE OPERATIONS _____	
<input type="checkbox"/> CABLE TV _____	
<input type="checkbox"/> COMMERCIAL UTILITY COMPANY _____	
<input type="checkbox"/> TELEPHONE _____	
<input type="checkbox"/> GAS _____	
<input type="checkbox"/> ELECTRIC _____	
<input type="checkbox"/> OTHER (SPECIFY) _____	

SECTION IV COORDINATION

☐ APPROVED ☐ DISAPPROVED

PERIOD APPROVED FOR FROM _____ TO _____

NOTE: ADDITIONAL INSTRUCTIONS FOR COMPLETION OF SECTION IV ARE INCLUDED ON THE NEXT SHEET

SECTION V (WORK COMPLETION/EXTENSION/INCOMPLETION)

☐ THE WORK DESCRIBED ABOVE IS COMPLETED, PROTECTION HAS BEEN REMOVED, WORKERS ARE IN THE CLEAR. THE AREA HAS BEEN CLEANED UP, AND THE EQUIPMENT MAY BE SAFELY RETURNED TO OPERATION.

WORKER(S)/CRAFT SUPERVISOR/ASSIGNEE/SUBCONTRACTOR

DATE

☐ THE WORK DESCRIBED ABOVE IS NOT COMPLETED, PROTECTION HAS NOT BEEN REMOVED.

WORKER(S)/CRAFT SUPERVISOR/ASSIGNEE/SUBCONTRACTOR

DATE

☐ THE WORK DESCRIBED ABOVE IS COMPLETED, AN INSPECTION HAS BEEN MADE, THE AREA HAS BEEN CLEANED UP, AND THE EQUIPMENT IS ACCEPTABLE FOR OPERATION..

SUBCONTRACTOR

DATE

☐ THE WORK DESCRIBED ABOVE IS COMPLETED, AN INSPECTION HAS BEEN MADE, THE AREA HAS BEEN CLEANED UP, AND THE EQUIPMENT IS ACCEPTABLE FOR OPERATION..

SECTION VI (REMARKS AND NOTES SECTION)

ADDITIONAL INSTRUCTIONS FOR SECTION IV:

Section IV is required when work involves items listed in Section II. Section IV is initiated by the individual overseeing the work (i.e., subcontractor monitor, construction monitor, project manager, engineer, or supervisor). The requesting individual completes Blocks 1 through 3. The Planner/Scheduler completes Blocks 4 through 6, and is required to coordinate any outage required and 1:40 highlighted maps for the work to be accomplished. The Work Permit Coordinator ensures Block 7 is completed. Section IV is required to be completed before Section III can be completed.

1. The Master Work Permit Coordinator processes the Master Work Permit request with each organization listed in Section IV, Block 6, as applicable. The Coordinator will ensure that signoffs are made upon completion of the clearance reviews and specification of protection requirements. The Coordinator will also verify that any special conditions such as underground utilities are specifically annotated in Section VI.
2. When clearance reviews and signoffs are complete, the Coordinator notifies the individual requesting Section IV that the form is ready for pickup. The requester is responsible for providing copies to the Issuing Official or individual actually performing the work. The work performing organization should review the Master Work permit, Section IV request, paying special attention to any notes in Sections III and VI before work commences. Requesting supervisors should ensure that Section IV is complete and approved prior to requesting a work clearance.
3. The Issuing Official will coordinate the issuance of the completed Master Work Permit before the work begins.

Note: Section IV is used for any work (contract or in-house) that may disrupt aircraft, vehicular traffic flow, base utility services, protection provided by fire and intrusion alarm systems, or routine activities of the installation. Additionally, Section IV is used to coordinate the required work with key base activities and keep customer inconvenience to a minimum. It is also to identify potentially